

## Slide 1

Good afternoon, everyone. Welcome to today's webinar. This is the pre-application information session on the FY 2019 Office on Violence Against Women Underserved Program. I would like to introduce myself. My name is Kara Moller. I have been a Grant Program Specialist with the Office on Violence Against Women for more than 11 years. I manage and oversee OVW's Underserved Program.

This webinar is an opportunity to go over the solicitation, review this program's requirements, and allow for questions and answers. However, it will be brief. The Solicitation contains detailed information regarding eligibility and application requirements and it should be read in its entirety. This presentation is not a substitute for the Solicitation. Please follow all instructions as laid out in the FY 2019 Solicitation document.

## Slide 2

Here is an overview of the topics that I plan to cover today. I plan to go through the purpose of the grant program, what's not allowed, eligibility and program requirements, award information, application elements, how to apply, some links to resources, followed by Q and A. Today's webinar is about an open solicitation. Therefore, in order to maintain fair and open competition, I will not be able to provide any type of guidance on the design or quality of your proposal. I can provide clarity or answer questions about whether something is allowed, and provide examples.

## Slide 3

The Underserved Program was authorized in the Violence Against Women Reauthorization Act (VAWA) of 2013. The program is authorized to develop and implement outreach strategies targeted at adult or youth victims of domestic violence, dating violence, sexual assault, or stalking in underserved populations - and to provide victim services to meet the needs of those victims.

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The underserved program makes grants for the **SOLE** purpose of providing or enhancing population specific outreach and service to victims of sexual assault, domestic violence, dating violence and/or stalking. This includes these five purpose areas, or strategies, ***to meet that goal***. These are the only things you can do under this grant program.

The first one is working with governments, agencies, and organizations to develop or enhance population specific services.

Two is strengthening the capacity of underserved populations to provide population specific services.

Conversely, purpose area THREE is strengthening the capacity of traditional victim service providers to provide population specific services.

[So, here with #2 is to develop the capacity for a population specific program to provide victim services for survivors; and #3 is to develop the capacity of a mainstream victim service provider to respond to the needs of the underserved population]

Under purpose area number 4, grant funds can be used to enhance the criminal and civil justice system response by training them about the needs and specific issues faced by victims of sexual assault, domestic violence, dating violence and stalking from underserved populations.

Finally, the fifth one is working in cooperation with an underserved population to develop and implement outreach, education, prevention and intervention about specific issues faced by victims of sexual assault, domestic violence, dating violence and stalking from underserved populations.

Please remember - Population specific services are victim-centered services that address the needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population.

And, any of these activities must be for the overall purpose of providing or enhancing population specific outreach and service to victims of sexual assault, domestic violence, dating violence and/or stalking in the targeted underserved community.

Some examples of activities that I hope will help illustrate these:

- PURPOSE AREA 1: Another example is a Deaf program who is also a victim service provider program that partnered with multiple agencies that provide services their Deaf survivors may need (housing, employment, etc.). They worked with these agencies to improve their knowledge and capacity on serving Deaf survivors and to make their current services more trauma informed and deaf-friendly/appropriate.
- PURPOSE AREA 1: A Muslim organization that serves survivors of gender based violence partnered with a health clinic that provides primary care for sexual assault victims and the project included cross trainings between the two organizations focusing on each agency's specialty and work to create a formalized pipeline for survivor referrals.
- PURPOSE AREA 2: A community based organization with the primary purpose to serve the Muslim community is a multi service agency and has clients who they know are victims of sexual assault, but this is not their expertise and they do not provide victim services. They partner with a Rape Crisis Center who will train their staff on working with sexual assault survivors, help them develop some core services, provide supervision and assist with cases, etc.
- PURPOSE AREA 3: An LGBT victim service provider in a major city partnered with 3 mainstream victim service providers and trained their staff regularly. An advocate from the LGBT victim service program also worked at the main stream organizations one day a week serving survivors and working with the staff at those agencies on other activities. All 4 organizations met regularly and coordinated a seamless web for referrals and

consultations on clients so no matter where they went, they could find appropriate welcoming services.

- PURPOSE AREA 2 & 3: A LGBT youth center partners with a sexual assault program which helped and oversaw the LGBT program develop sexual assault support groups they could provide themselves. The sexual assault center trained the LGBT center staff, helped them develop the structure and content for the groups, and for the first year co-led them with the LGBT center staff. Conversely, the LGBT center staff conducted quarterly training of the sexual assault center staff about working with LGBT youth. They meet monthly and other activities included helping the sexual assault center update materials and their office to show they are LGBT friendly, developed pamphlets on LGBT sexual assault, and sometimes had staff from both agencies meet with sexual assault victims they worked with.
- PURPOSE AREA 4: A Rape Crisis Center and an Independent Living facility developed and delivered training to transit and city police officers about responding to survivors with disabilities
- PURPOSE AREA 4: An orthodox Jewish community agency partnered with a Domestic Violence agency and together they trained all local law enforcement about what it means for orthodox Jewish families to experience domestic violence, and things to know such as how they'd react to police coming to their door.
- PURPOSE AREA 5: A Muslim organization that has been providing sexual assault services developed a new helpline for Muslim sexual assault survivors to receive 24/7 crisis support, and developed and implemented an outreach plan to inform the public and target population about the new Helpline services, including tabling, networking, and social media;
- PURPOSE AREA 5: Or a Deaf victim service provider wants to develop a new hotline and works with members of their community on what that should look like and best way to design it.
- MULTIPLE PURPOSE AREAS: An LGBT health clinic partnered with their local rape crisis center and they're jointly developing a sexual assault response team specific to the city's LGBT community. The two organizations meet monthly. They also work together to train other social service organizations, hospitals, and government responders. They've created materials about LGBT sexual assault, and co-trained at youth organizations.

## Slide 5

There are two priority areas included in this year's solicitation.

OVW has an office wide priority to reduce violent crime against women and promote victim safety. Applicants are encouraged to propose activities that relate to purpose area 1 (working with federal, state, tribal, territorial and local governments, agencies, and organizations to develop or enhance population specific services) and/or Purpose Area 4 (which enhance the criminal and civil justice system response by training them about the needs and specific issues faced by victims of sexual assault, domestic violence, dating violence and stalking from underserved populations). Addressing these areas are not required, but applicants are encouraged to consider these if this is appropriate for the community. Applications will not be scored any differently regardless of what is decided.

The Underserved Program has a priority to increase the response to victims of sexual assault, including sex trafficking. Addressing this is also optional, but proposals with at least 75% of the project's activities addressing this MAY be given special consideration during the review process. Examples of projects include developing sexual assault victim services and/or specialized services for sex trafficking victims; training law enforcement and prosecutors on sexual assault, or training criminal justice professional and others who work with victims of domestic violence, dating violence, sexual assault, and stalking to recognize when those victims may also be victims of sex trafficking. Applications that address this must include how they will engage in outreach to victims of sexual violence and, if applicable, sex trafficking, and tailor services to address the unique needs of these victims. Applications may address sexual assault or sex trafficking or both.

## **Slide 6**

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. The solicitation companion Guide contains a list of these activities. . I won't go over all of them, but want to highlight the ones most relevant to the types of projects for the Underserved Program include:

1. Procedures or policies that exclude victims from receiving any service or assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving services.
3. Requiring victims to take certain actions (e.g., seek an order of protection, receive counseling, etc.) in order to receive services.
4. Failing to conduct safety planning with victims.
5. Projects, products, services, budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
6. Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability
7. Training or technical assistance that do not reflect an understanding of domestic violence, dating violence, sexual assault, and stalking, and the experience of survivors, that fail to incorporate the experiences and unique needs of underserved communities, or that include or promote practices that may re-victimize survivors.
8. Dissemination of information, education, or prevention materials that blame the victim or focus primarily on changing victim behavior.
9. Materials that are not tailored to the dynamics of sexual assault or domestic violence or to the specific population(s) to be addressed by the funded project.

Please make sure you review the whole list, there are 27 different ones. Applications that propose any activities that compromise victim safety and recovery or undermine offender

accountability may receive a deduction in points during the review process or may be eliminated from consideration entirely

## **Slide 7**

The solicitation lists specific activities that are outside the scope of Underserved Program and will not be supported. These are listed and fully explained on pages 2-3 in the solicitation. I want to go over these in detail because these are very important to understand. Including any of these will result in significant point deductions or removal of your application from consideration altogether.

- The Underserved Program does not fund research projects or Sexual Assault Forensic Medical Examiner programs
- By STATUTE, this program is for youth and adult victims. Youth is defined by the Violence Against Women Act as 11 years and older. Grant funds cannot be used to target outreach or provide services to children under the age of 11.
- Except in the limited context of protection order proceedings or for limited immigration matters affecting the victim's ability to maintain safety, legal services are out of scope. Grant funds cannot be used to provide legal representation in civil or criminal matters, such as family law cases (divorce, custody, visitation, and child support), housing cases, consumer law cases, etc.
- Grant funds can only be used to support services related to the populations' experience of sexual assault, domestic violence, dating violence, or stalking
- Any Training, outreach, education, prevention, and public awareness must be directly linked to providing or enhancing population specific services for victims of sexual assault, domestic violence, dating violence, or stalking from the targeted underserved populations.
- Organizations that are not solely victim service providers, especially ones that are not victim service providers at all, need to be mindful that all activities must be about outreach and services specific to the needs of victims of sexual assault and domestic violence. If your organization serves the needs of a population in general, such as all violence experienced by the community or all needs widely – you cannot use funds to simply fund your organizations regular work and just say they happen to include people who may or may not have been a victim at one time. Some examples are hotlines, case management, support groups, doing outreach, training - These activities must be about sexual assault and domestic violence. In addition, grant funds can only support the activities that are for those crimes and survivors.
- This is a grant program for outreach and services in communities. Nationally or regionally focused projects are out of scope.
- Grantees may not use grant funds to hosting or presenting at national or regional conferences. If presenting at a local event or even a statewide event relates to the targeted service area that could be allowable, if it is something that directly benefits the project's targeted community.

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These are unallowable activities and listed in the solicitation.

## Slide 9

I will cover a little bit of the Award Information. We are accepting both New and Continuation Applications. If you were funded in 2018, you are not eligible to apply again this year. The grant award period is 36 months. This is a change from prior years. So, please make sure budgets reflect 36 months of project Activity. These 3-year awards will be made for up to \$450,000. That is \$450,000 for the entire 3-year period, not per year. OVW expects to make up to 10 grant awards. Generally, the award period will start on October 1, 2019.

## Slide 10

These are all fully defined on pages 4-5 of the solicitation. Eligible applicants under this program are nonprofit victim service providers and populations specific organizations that are:

1. LGBT organizations, meaning an organization for which the primary purpose of the organization as a whole is to serve LGBT individuals.
2. Religious minority organizations, meaning an organization for which the primary purpose of the organization as a whole is to serve members of a religious minority who face barriers accessing and using victim services.
3. Deaf programs, meaning a program that is run by and for Deaf individuals. The program may be a stand-alone Deaf domestic violence and/or sexual violence victim service provider, a general Deaf services nonprofit, nongovernmental organization, or a Deaf domestic violence and/or sexual violence program administratively housed in a hearing victim service provider.
4. Disability programs, meaning a victim service provider or organization serving individuals with disabilities that has received two continuation awards under the OVW Training and Services to End Violence Against Women with Disabilities Grant Program (Disability Grant Program).

Either the nonprofit victim service provider or nonprofit disability service provider in the disability grant collaborative can now be the lead to apply for this program. Former disability grantees can also tweak their collaborative but must meet the minimum requirements and show the continued deep partnership between the mainstream victim service provider and the disability program, especially if the mainstream organization is the applicant.

Applicants must be a registered 501c3 nonprofit organization that are one of these 4 types. There is no other type of organization that is eligible for this program. This is also a change from last year - Culturally specific organizations are no longer eligible to apply.

The Underserved Program is for population specific organizations and funds underserved communities to lead the work. The only exception is when a Deaf program is within a mainstream organization, or when a disability grant collaborative has a mainstream victim service provider as the lead.

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Every application must include at least one formal project partner.

If the applicant has at least three (3) years of demonstrated experience and expertise in providing population specific services must partner with one other organization of any type.

If the applicant is a population specific organization that has less than three (3) years of demonstrated experience and expertise in providing population specific services, they must work in partnership with a victim service provider.

If the applicant is eligible as a disability program, they must include a multidisciplinary partnership comprised of, at a minimum, the following:

- a) At least one victim services provider; and
- b) At least one nonprofit, nongovernmental organization or tribal organization serving individuals with disabilities and/or Deaf individuals

One partner is a minimum requirement. More than one partner is allowed. And applications should include the organizations necessary to meet the goals of the proposed project and those needed to implement the proposed activities.

Partners must be organizations, not individuals.

One more thing, for the first category – organizations that are not victim service providers but are going to make the case they have the minimum experience – since that means you are not an experienced victim service provider with a robust program for survivors of sexual assault and domestic violence, you should consider whether or not you might still benefit or need to partner with a victim service provider, OR must strongly show how you can address the full needs of these victims

However, I do not want to scare anyone who is new to this work away. We fund experienced organizations, but this grant program is also for these populations who are interested in starting new work – organizations that have never done work with survivors of SA or DV are also funded, they just design their project for that and focus on what that would need.

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Review the definitions of eligible applicant types and partnership requirements in the solicitation carefully. If the applicant is not a victim service provider, and coming in as a population specific organization, they must demonstrate how they meet that definition. If they are asserting they provide population specific services, they must explain how and what those are or who they serve, etc. If a victim service provider is required, or the applicant is coming in as a victim service provider, the application must demonstrate HOW the organization is victim service organization meets this definition. Also, applicants should consider the focus of their proposed project and the appropriate type of victim service provide. For example, if the application is

proposing to address sexual assault, it should include an organization that has experience and expertise in sexual assault. If the application is proposing to address domestic violence, than a domestic violence service provider.

### **Slide 13**

The application must clearly DEMONSTRATE how the applicant and partners meet these requirements. Simply stating an organization is one of these things will not suffice. The application must show how. Applications that do not meet these requirement will not be eligible for Underserved Program funding and will be removed from consideration. These partnerships must be formally demonstrated through the project MOU.

### **Slide 14**

Applicants must follow all formatting requirements or points may be deducted. Additionally, as stated in the solicitation, the project narrative must be no more than 20 pages in total. Reviewers will not read anything after page 20 for the project narrative. Reviewers will also not read any additional attachments beyond those required

### **Slide 15**

The solicitation lays out what the application must include. Applications need to be responsive to these instructions.

For this program, OVW has designated the project narrative, budget and MOU as critical. What this means is that if you are missing any one of these elements, your application will be deemed nonresponsive to the scope of the solicitation and will not proceed to peer review.

There are also additional attachments that should also be included with your application. These are listed in the solicitation. The last page of the solicitation has a checklist of a lot of these items, and probably a little bit more that can assist you in developing your application. So, please refer to that checklist.

The solicitation describes the elements that should be addressed in each of these documents and sections. Every bullet must be addressed in each section.

The project Narrative includes 3 sections: the Purpose, What Will be Done, and Who Will Implement – and again has a 20 page max. The What Will Be Done is crucial – this is where we know exactly what the grant project will do, what the grant funds will be used for. The criteria for this section is structured very different than prior years – please make sure you are providing information that addresses these elements.

As a reminder, everyone has to submit a Memorandum of Understanding. This is ONE document developed in response to this solicitation, signed and dated by the authorized representatives of the applicant and project partners. Multiple MOUs will not be accepted. Old MOUs or documents unrelated to this solicitation will also not be accepted.



The information as laid in the solicitation is exactly what the reviewers of your application will be using to assess and score your application. Did the application address all these elements? Applications must also sound and consistent. Does the application as a whole flow together? For example, why would a project that describes inclusive and relevant sexual assault services for their population as the need and purpose of the application then include domestic violence advocates or domestic violence awareness costs. Why would an application that asserts they will provide domestic violence victim services, budget for a community educator from an organization with no experience in domestic violence as the only funded staff. The application must make clear what will take place, who will implement things, and why the costs budgeted make sense for that.

#### **Slide 16**

All awards will be made as grants. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the solicitation companion guide, the DOJ financial guide. Applicants selected for awards must agree to comply with all legal, administrative, and national policy requirements. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. This information can be found in the section of the Solicitation Companion Guide entitled “Post-Award Requirements for All Federal Grant Recipients.” Terms and conditions for OVW awards are available at <https://www.justice.gov/ovw/award-conditions>. These terms are subject to change prior to the issuance of the awards. Be sure to review all references in this solicitation

#### **Slide 17**

All services supported under this program must be trauma-informed and linguistically and developmentally appropriate. Applicants and any identified partners identified in your proposal must have policies and procedures in place promoting linguistically relevant services, including the accessibility of services for program participants with limited English proficiency and those with disabilities. Applicants are required to serve all victims, and budget accordingly for those needs.

#### **Slide 18**

My Colleague Mychal Sterling from our Grants and Financial Management Division will now briefly go over some financial management issues.

#### **Slide 19**

The next couple of slides we are going to focus on aspects of your application that relate to the documents that our financial team, the Grants Financial Management Division (GFMD), reviews. More specifically, we'll discuss some items that GFMD has identified from prior year applications that could help with expediting our review process.

So for today, we're going to highlight certain aspects of the pre-award risk assessment and provide you a link to a detailed webinar on how to develop the budget that will be included in your application.

The first things we will highlight are the items identified in the summary data sheet, which is completed by all applicants.

Specifically, three items we would like to discuss are the nonprofit organization requirement, the Single Audit response and the IRS three step safe harbor procedure.

If you are an eligible nonprofit organization) to receive Underserved funding, you are required to submit a determination letter from the Internal Revenue Service recognizing your tax-exempt status. OVW cannot make an award to any nonprofit organization that does not submit a 501(c)(3) determination letter. Applicants are not including this as part of their application, which further delays GFMD's review. Please ensure that this document is included if applicable.

OVW requests that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. If they have, then they indicate that and also specify the end date of their last fiscal year. However, GFMD is finding that applicants do not always include this information, and leave out whether or not they have met the threshold, or the end date of the last Fiscal year is not included. Please ensure this question is answered in its entirety on the Summary Data Sheet.

So another item we'd like to highlight from the solicitation is specifically for nonprofit organizations. If you use the IRS three-step safe harbor procedure to determine your executives' compensation, you must reference the additional information section that provides the required disclosure letter. We'd like to highlight that there are 4 parts of this disclosure letter that must be provided to OVW in order to comply with this requirement. The sample letter that outlines all 4 parts of the disclosure, so please be sure to follow the sample and provide a response to each of the four pieces.

The next item we'd like to discuss are the financial accounting practices, which assists GFMD during their pre award risk assessment review for all applications. Each applicant must prepare a response to ALL TEN QUESTIONS, and each question has MULTIPLE PARTS.

We've noticed from prior years that applicants do not always fully answer all parts of the questions, which in turn, requires GFMD to reach out to the applicant which may delay recommendations. Some of the most common issues that we have encountered have been, for example, question #2, where the applicant indicates that they do indeed have internal policies, but they don't provide a brief list of topics covered in the policies and procedures. Another example of incomplete responses include question#3, where the applicant does not provide a brief summary of the organization's process for tracking expenditures, and more specifically whether or not it tracks budgeted versus actual expenditures.

So these are just a few examples, but basically, please make sure you read each piece of each question and provide a full and comprehensive response.

## **Slide 20**

This next slide will quickly highlight some resources that are available that should be used as you are creating the budget to be submitted with the application.

Over the last year GFMD has worked to develop a detailed webinar presentation on how to assist applicants in developing a budget to be submitted with their OVW applications. They want to help reduce any challenges you may face with the budget and make it clear what they look for when they review your budget, this webinar provides some insight as to what OVW financial staff considers during their review. Use the following link:

<https://www.justice.gov/ovw/resources-applicants>. The webinar can be found under the Budget information section on this page.

Next up is the uniform guidance, which can be found at 2 CFR 200, then another resource is the DOJ Financial Guide, as well as the program specific solicitation. If you need assistance finding these resources, please contact the GFMD helpdesk.

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We know this can be a lot of information to process, so if you have any questions about the GFMD information discussed, please feel free to contact the GFMD helpdesk at 888-514-8556 or by email at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov).

## **Slide 22**

Applications are due by February 13<sup>th</sup>. I strongly encourage you to submit your application earlier. This deadline is a firm deadline.

On rare occasions, and only for the circumstances described in the solicitation, we will consider a late application. To be considered, the applicant must prove they followed the steps as described in the solicitation. This include showing you registered with the System for Award Management and Grants.gov no later than tomorrow. So, keep that documentation showing you have obtained a DUNs number and registered with the SAM and Grants.gov system by January 17<sup>th</sup>.

All applications are submitted through Grants.gov. This is a government wide system and not managed by OVW. They have their own customer service and we have no access to this system should any issues arise. We cannot help you with issues related to that system. Applicants that say they missed the deadline because they are not able to get through to Grants.gov in a timely manner will not be accepted if you can't show you tried to submit your application properly and followed all steps in the timeline we've outlined.

The application must be complete and include all the required elements. We will not follow up if there are missing documents. We cannot accept something by email later.

I will talk about how the current partial government shut down may or is currently affecting this at the end.

### **Slide 23**

This slide shows a list of some common errors

### **Slide 24**

And so now we are at Q and A.

First, as the solicitation states, grant awards are made subject to the availability of appropriated funds. As you know, we don't have an approved budget for the whole year. Just like in prior years, where we also did not have an approved annual budget at this point in the year - we move forward with our grant making cycle, and then as long as the budget is approved by the summer, issue our grants.

Second, I want to acknowledge the partial government shut down. As you can see, the Office on Violence Against women is currently open. We have informed the public that we open and able to operate until January 18<sup>th</sup>. If the lapse in appropriations continues longer than the 18<sup>th</sup>, OVW will update our status. Because that's all the public has been told, I can't speak to any plans or intent about that. Please know we are here and if anything changes would speak to how that impacts this process.

At this time, OVW grant solicitations remain open during the lapse in appropriations and deadlines will not be extended. However, that is our office. We have no year money and are able to continue fully operating right now. This is not true for other government agencies.

As stated earlier and in the solicitation, all applicants must register with and maintain current registration in the System for Award Management (SAM) by tomorrow. Moreover, it is my understanding, that agency is not processing or experiencing delays processing these. Please proceed with trying to register or update your information and keep all documentation to show when and how you did this, whether successful by the deadline or not.

Lastly, if for some reason OVW is unable to continue operating longer than they take to resolve appropriations, and our staff is furloughed, I encourage you to continue the application process and make sure you submit everything on time. If the office closed for a week but reopened the following week, we'd most likely not adjust deadlines and it wouldn't be an acceptable reason why the application is late.

So, continue forward! At this time, I will take any questions you have -